

Department of Public Health
and Human Services

Section:
CASE MANAGEMENT

TANF CASH ASSISTANCE

Subject:
Participation Components

Supersedes: TANF 701-3 (07/01/05)

►References: 45 CFR 261.30 - .36 & .70; ARM 37.78.102, .206, .216, .801, .806, .807, .810, .811, and .826; House Bill 555

GENERAL RULE--Certain individuals who are included in the assistance unit must negotiate, sign, and comply with a Family Investment Agreement/WoRC Employability Plan (FIA/EP) as a condition of eligibility for TANF cash assistance. See TANF 701-1 for the policy on who must have a FIA/EP. On the FIA/EP, the individual will be referred to either the WoRC program or Tribal NEW for on going case management.

BLOCKING OF HOURS

A first partial month referral to WoRC or NEW must be "blocked" (i.e., the Start is the date of referral and the End date is the last day of the application month). Starting with the first full month of participation, the Start date is the first day of the month and the End date is 999999.

HOURS NOT COMPLETED

(EMPL Component code: 'HNC')--Should be used for the initial month of assistance for the time period between the first of the month and the date of application. This will enable the Eligibility Case Manager to input the minimum monthly hours requirement in the initial month by entering hours for the time period in which the participant is **not required to participate**.

1. The HNC component code may only be used to enter hours between the first day of the application month and the application date.
2. The HNC component can only be used on EMPL by the Eligibility Case Manager and only in an initial month. The start date must be the first of the month and the end date must be less than or equal to the application date.
3. TEAMS has been programmed to prevent the entry of excessive negotiated hours for the HNC component as follows:

Application Date	Maximum Hours One-Parent	Maximum Hours Two-Parent
2nd thru 7 th	30	35
8th thru 14 th	60	70
15th thru 21 st	90	105
22nd thru 30 th	120	140

**WORK READINESS
ACTIVITY (WoRC)**

(EMPL component code: 'WRC')--This component is a referral to the Work Readiness Component (WoRC) Case Manager.

NOTE: The WoRC program in the service county will be responsible for case management when the case is being maintained by an OPA other than the participant's county of residence.

The WoRC Case Manager provides case management services for the activities of the participants. The Eligibility Case Manager and the WoRC Case Manager coordinate their efforts to best serve participants.

WoRC referrals occur via electronic transfer through the TEAMS computer system by using the 'WRC' component code on the EMPL screen.

NOTE: When entering the WRC component in the initial month of application, remember to only refer the participant for the number of hours that can be reasonably completed between the date of referral and the end of the month. (Refer to the Hours Not Completed table for guidance)

**TRIBAL NATIVE
EMPLOYMENT
WORKS (NEW)**

(EMPL component code: 'NEW')--Participants who are enrolled tribal members residing on the reservation will be referred to NEW in accordance with agreements in place in that county. Participants must be informed and understand that they could also be referred to the WoRC program. Once an option is chosen, the participant needs to sign the Request to Participate form (HCS-778).

**EMPLOYMENT AND
TRAINING
ACTIVITIES**

The focus of employment and training activities is to assist the family in becoming self-supporting through immediate employment opportunities or finding alternatives to public assistance.

**COMPONENTS
COUNTED
TOWARD
PARTICIPATION**

There are a limited number of components available to meet the Federal TANF participation requirements. Below are the allowed components. Components are designated as either primary or secondary.

1. **Primary** components must account for **at least** 20 hours per week for each adult in a single parent household or 30 hours per week for each adult in a two parent household.
2. **Secondary** components can be scheduled for the hours above the primary components. For single parent households, the countable hours are 10 hours per week. For two parent households, the countable hours are 5 hours per week for each adult.

EMPLOYMENT

(Component code: 'EMP')--Employment is considered a **primary** component. The employment component includes part-time or full-time

paid work and self employment. If a participant is engaged in **any** paid employment, the hours must be counted.

NOTE: The number of hours allowed for self employment beyond the first two months of new business start-up is the gross earnings (income less expenses) divided by minimum wage.

WORK EXPERIENCE

(Component code: 'WEX')--Work Experience is considered a **primary** component. The work experience component includes assessment, preparation, orientation, and placement.

A WEX assessment is any formal assessment completed for any participant.

WEX preparation and orientation include all activities necessary to allow a participant to engage in a WEX placement or Employment.

A WEX placement is a formal job site experience, established to develop or enhance the participant's basic work habits and/or improve specific work skills. WEX placement has a formal signed agreement between the WoRC program and the sponsor (employer). Worker's Compensation is covered by the State. A WEX placement is designed to:

1. enhance, expand, and improve the participant's training history;
2. provide meaningful on-site training for those participants with little or no work history;
3. provide an avenue for participants to earn a current performance recommendation; and
4. provide participants with the skills to balance demands of home and out of home schedules.

On-site training assignments will not exceed 8 hours/day or 40 hours/week. Sites may include the private, public or governmental sector.

Background Checks: Participants are subject to a background check when a WEX placement involves a site where children, the disabled or the elderly are present and interaction with these individuals is part of the participants' duties. Out of state participants may be subject to providing their fingerprints to verify background. A cooperative agreement has been set up with the Attorney General's office as to the procedure and parameters that must be met.

Worker Displacement: There must be NO displacement of existing workers to allow the employer to accept a TANF cash assistance participant (trainee) nor can the employer derive any immediate advantage from the trainee's participation. Non displacement must be

established in WEX sites or Internship sites prior to placement. However, an adult participant may fill a vacant position in order to engage in a work activity such as a position needed to meet new production demands, filling temporary needs, opening new businesses, successor ownership of a business, etc. There must be NO intentional lay offs or termination of workers to create a position.

Sites will not be approved for participation if any one of the following situations exists:

1. When any other individual is on layoff from the same or any substantially equivalent job; or
2. The employer has terminated the employment of any regular employee or otherwise caused an involuntary reduction of its workforce in order to fill the vacancy so created; or
3. The site is in a strike or pre-strike status; or
4. This placement will violate an existing contract for services or a collective bargaining agreement, and will violate a collective bargaining agreement without written concurrence of the labor organization.

Grievance Procedure: A grievance procedure to resolve complaints of alleged violations of the displacement rule will be available to current employees of a work site who believe a work placement violated the displacement rule.

Workers' Compensation: Participants in a WEX site are offered Worker's Compensation coverage. Premiums and benefits are based upon the wage that a probationary employee is paid for work of a similar nature at the assigned work site.

JOB SEARCH

(Component code: 'JBS')--Job search is considered a **primary** component. Job search includes but is not limited to:

1. completing and submitting job applications;
2. completing resumes or master applications;
3. participating in a job club where job openings are reviewed and applications are completed; and
4. career exploration, to investigate details/duties of a career path to determine true interest in a career. Examples include researching

the Dictionary of Occupational Titles, exploring the Internet, and interviewing with an employer or employee.

NOTE: Job search **cannot exceed** six weeks in a federal fiscal year and cannot be scheduled for more than four consecutive weeks. The federal fiscal year is October through September.

VOCATIONAL EDUCATIONAL TRAINING

(Component code: 'STT')--Vocational educational training is considered a **primary** component and is the pursuit of a degree or certificate beyond high school. A participant cannot be given credit for more than 12-months in a lifetime of participation in vocational educational training starting with January 1, 2004.

COMMUNITY SERVICE

(Component code: 'CSP')-- Community service is considered a **primary** component. Community service includes any hours the participant volunteers in a recognized volunteer position.

Volunteering is an opportunity for the participant to share their experiences, wisdom, skills, or in general make a significant and purposeful contribution to his/her community.

Expected outcomes may include career contacts or knowledge of work place culture.

This position is typically with a non-profit organization or a for-profit business that provides service for the public good. This is generally a short term activity with few hours assigned, and may be used to fulfill hour requirements if either EMP or WEX does not meet the needed total for primary activities.

The participant is responsible for locating and making arrangements with the volunteer site. The participant establishes the days, hours, tasks, etc. Some participation hours can be authorized in one month to allow the participant to make arrangements with the volunteer site. The actual hours of volunteer work must be verified on a weekly time sheet by an individual connected with the organization.

JOB SKILLS TRAINING DIRECTLY RELATED TO EMPLOYMENT

(Component code: 'JRT')--Job skills training directly related to employment is considered a **secondary** component. Job skills training directly related to employment may include but is not limited to:

1. classes designed to familiarize participants with work place expectations and help them develop appropriate work behavior;

2. classes that contribute to and prepare the participant for employment (e.g., skill specific classes, resume preparation and writing, interviewing skills, and self-esteem); and
3. any post secondary education class not coded STT.

**EDUCATIONAL
ACTIVITIES
FOR INDIVIDUALS
WITHOUT A HS
DIPLOMA OR GED**

(Component code: 'ABE' for individuals age 20 or over and 'HSE' for individuals under age 20). "Education Directly Related to Employment" and "Satisfactory Attendance at a Secondary School or in a Course of Study leading to a GED" is allowed only for individuals who do not have a high school diploma or GED. It is considered:

a **primary** component for individuals who are under age 20.

a **secondary** component for individuals who are 20 years or older.

Examples of educational activities include but are not limited to:

1. independent GED preparation;
2. basic and remedial education to provide participant with brush up skills as needed for employment;
3. English proficiency for participants unable to understand, read, speak, or write well enough to allow employment commensurate with participant's employment goal;
4. attending high school or alternative high school; and
5. attending GED preparation courses.

NOTE: Unmarried teen parents without a diploma or GED must participate in educational activities directed toward the attainment of a high school diploma or GED **or** an alternative educational or training program that has been approved by the State.

**HOURS NOT
COMPLETED
AFTER
APPLICATION
DATE**

(Component code: 'HNA')--This component enables the WoRC Case Manager to input the 'minimum monthly hours' requirement into the system, when activities cannot be reconstructed for the time period in which the participant **was required to participate but did not**.

NOTE: The HNA component is only to be used as a last resort and only if actual activities and hours cannot be reconstructed.

1. The HNA component code may only be used by the WoRC Case Manager to enter negotiated hours between the date of application and the date of the initial intake interview with the WoRC Case Manager.

NOTE: Brochure #710, TANF Participation Information, is available for applicants to track the hours of employment related activities from application date until the WoRC intake appointment. They may be ordered through the usual forms ordering process.

2. The HNA component can only be used in the initial month and in the month following the initial month, if necessary.
3. The start date of the HNA component must be equal to or greater than the application date.

FAIR HEARING PENDING

(Component code: 'FHP')--This component may only be used by the Eligibility Case Manager and **only** if the participant requests a Fair Hearing and continued benefits during a sanction penalty month. Continued benefits cannot be issued when the issue is the lack of a FIA/EP or WoRC engagement. See Section 702-4.

►PARENTS AS SCHOLARS

(Component Code: 'PAS')—Parents as Scholars is used only for participants approved to participate in the Parents as Scholars program. Participation in this program is limited. See Section 701-3(a).

SR/DB

ΦΦΦ